



*The Missouri State Employee Suggestion Program*

## Instructions for Submitting a Suggestion

- Read [Program Criteria](#) and the [Pre-Screening Questions](#)
- Think about what are the most pressing challenges facing your department or organization.
- Think of a solution. Solutions focus on solving organizational objectives in areas such as costs, revenue, efficiency, customer service, or safety. Your idea must be clear, actionable and produce a measurable benefit.
- Review the [Checklist for Suggestors](#).
- Submit the completed form electronically. Drawings, sketches or other supporting documents may be e-mailed to your [agency coordinator](#).
- If you have questions or need assistance contact your [agency coordinator](#).

[Submit your suggestion now!](#)